

Business Management

Content Areas and Table of Specification

Content Areas and Sub-Domains

Main Areas	Competencies	Descriptive Statement
1. Nature of Management	<ol style="list-style-type: none">1. Demonstrate knowledge and understanding of the nature and overview of management2. Demonstrate basic knowledge of the levels of management, roles of a manager, and the skills required of a manager in a business organisation3. Appreciate and apply the knowledge on the forms of business organisation4. Demonstrate knowledge and understanding of the environment in which the business organisation operates Business & Society	<p>Differentiate between management and administration.</p> <p>Trace the historical development of management and various proponents of management theories.</p> <p>Describe the levels of management and their key decision-making.</p> <p>Differentiate among the three roles of management.</p> <p>Discuss the key competencies required of an effective manager.</p> <p>Describe the formation of the various business organisations.</p> <p>Discuss the methods for sharing profits and losses in various business organisations.</p> <p>Define business ethics</p> <p>Identify the sources of business ethics</p> <p>Identify the stakeholders of business organisations and explain their roles.</p> <p>Differentiate between internal and external business environment</p> <p>Discuss the four components of CSR</p>
2. Functions of	<ol style="list-style-type: none">1. Appreciate the basic functions of management and	<p>Discuss the basic functions of management.</p>

<p>Management</p>	<p>apply them in managing business organisations.</p>	<p>Show the differences among the types of planning. Identify tools for planning. Discuss the importance and limitations of planning in a business organisation. Differentiate between programmed and non-programmed decision-making. Apply the steps of decision-making in a real-life situation Discuss the principles of organising Enumerate the activities involved in organising. Differentiate between a centralised or decentralised organisation Discuss the key elements of directing Explain the process of controlling Identify the tools for effective controlling</p>
<p>3. Legal Environment of Business</p>	<ol style="list-style-type: none"> 1. Demonstrate knowledge and understanding of the legal framework within which business organisations operate 2. Appreciate and apply the concept of business law and promise in business contract agreement 3. Demonstrate knowledge and understanding of the concept of the principle of agency 4. Demonstrate knowledge and understanding of the negotiable instrument and apply them in business transactions 	<p>Explain the legal framework within which businesses operate. Differentiate between contract and promise. Discuss the general principles of contract. Explain the situations under which a contract could become void, voidable, unenforceable, and breached Discuss the ways by which a contract may be discharged Discuss the differences between principal and agent. Describe how an agency is formed and terminated. Explain the negotiable instrument and the types of negotiable instruments</p>

<p>4. Finance (Money) and Financial Institutions</p>	<ol style="list-style-type: none"> 1. Demonstrate knowledge and understanding of money and banking and the various financial institutions and their functions 2. Demonstrate knowledge and understanding of business risks and strategies to mitigate such risks 3. Appreciate the various concept of securities and the speculators in the stock exchange 	<p>Critique the birth of money. Discuss the reasons for holding money. Differentiate among central banks, commercial banks, and rural banks Analyse the basic types of accounts operated in banks. Analyse the tools for monetary control used by the central banks. Analyse the impact of risks on business organisation Discuss the various measures for reducing business risk Analyse the various securities traded on the stock exchange market Compare and contrast the various speculators in the stock market</p>
<p>5. International Trade and Business</p>	<ol style="list-style-type: none"> 1. Demonstrate knowledge and understanding of the local and international trades 2. Demonstrate knowledge of the document used in trade and apply them 3. Demonstrate knowledge and understanding of the bases and theories of international trade 4. Appreciate the key concepts used in international trade 	<p>Differentiate between local and international trades Analyse the various document used in trading Analyse the theories of international trade Differentiate among the following concepts as used in international trade: balance of trade, the balance of payment, terms of trade, free trade and trade restrictions</p>
<p>6. Functional Areas of Management</p>	<ol style="list-style-type: none"> 1. Demonstrate knowledge and understanding of the concept of human resource management (HRM) and its functions in business organisations 	<p>Differentiate between human resource and human resource management Analyse the basic functions/roles of HRM</p>

	<ol style="list-style-type: none"> 2. Demonstrate knowledge and understanding of the concept of production/operations management and its functions in business organisation 3. Demonstrate knowledge and understanding of the concept of marketing management and its functions in business organisation 4. Demonstrate knowledge and understanding of the concept of financial management and its functions in business organisation 	<p>Discuss the concept of labour and labour relations</p> <p>Differentiate between production and production management</p> <p>Discuss the roles of factors of production/business resources</p> <p>Analyse the steps of the production process</p> <p>Differentiate between marketing and marketing management</p> <p>Analyse the marketing orientations</p> <p>Discuss the activities involved in marketing</p> <p>Analyse the concept of segmentation, targeting, positioning and differentiation.</p> <p>Analyse the 4Ps and 7ps</p> <p>Analyse the importance of consumer behaviour.</p> <p>Analyse the importance of e-commerce.</p> <p>Explain business finance.</p> <p>Analyse sources of finance.</p>
<p>7. Entrepreneurship and Small Business Management</p>	<ol style="list-style-type: none"> 1. Demonstrate knowledge and understanding of the concept of entrepreneurship and its management 2. Demonstrate knowledge and understanding of the various means/modes of acquiring entrepreneurship/business 	<p>Differentiate between entrepreneurs and entrepreneurship</p> <p>Discuss the features and roles of an entrepreneur</p> <p>Analyse the means/modes of acquiring entrepreneurship/business</p>
<p>8. Corporate Governance and strategic management</p>	<ol style="list-style-type: none"> 1. Demonstrate knowledge and understanding of shareholders, board of directors, management, and their roles in business organisation 2. Appreciate the concepts of relationships and competing interests of the parties in the corporate governance management 3. Demonstrate knowledge and understanding of 	<p>Differentiate among shareholders, board of directors and management</p> <p>Analyse the roles of shareholders, board of directors, management</p> <p>Discuss the relationships and competing interests of the parties</p> <p>Analyse the strategic planning, level of</p>

	strategic planning, level of strategic management/decisions, implementation, and control.	strategic management/decisions, implementation, and control
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Content Areas and Table of Specifications

Main Domain/Content areas	Competencies (Sub-domains)	Level 1	Level 2	Level 3	Level 4	Total
		Recall	Skills and concepts	Strategic thinking	Extended thinking	
1. Nature of Management	<ol style="list-style-type: none"> 1. Management and administration 2. Levels of management and roles and skills of a manager 3. Forms of Business organisation 4. Business Environment 	1	2	3	2	8
2. Functions of Management	Basic functions of management	2	5	3	4	14
3. Legal Environment of Business	<ol style="list-style-type: none"> 1. Legal framework of business organisation 2. Business law 3. Principle of agency 4. Negotiable instrument 	2	2	3	3	10
4. Finance (Money) and Financial Institutions	<ol style="list-style-type: none"> 1. Money and banking and financial institutions 2. Business risks and insurance 3. Securities/stock exchange 	2	2	3	2	9
5. International Trade and Business	<ol style="list-style-type: none"> 1. Local and international trade 2. Trading documents 3. Theories of international trade 4. Concepts/terms in international trade 	2	2	3	3	10
6. Functional Areas of Management	<ol style="list-style-type: none"> 1. Human resources management (HRM) 2. Production/operations management 3. Marketing management 4. Financial management 	2	7	9	10	28
7. Entrepreneurship and Small Business Management	<ol style="list-style-type: none"> 1. Entrepreneurship and its management 2. Means/modes of acquiring entrepreneurship/business 	2	3	3	4	12

8. Corporate Governance and Strategic management	<ol style="list-style-type: none"> 1. Shareholders, board of directors, and management of the organisation 2. Relationship and competing interests of the parties 3. Strategic planning, management, implementation, and control 	2	2	3	2	9
Total		15%	25%	30%	30%	100%